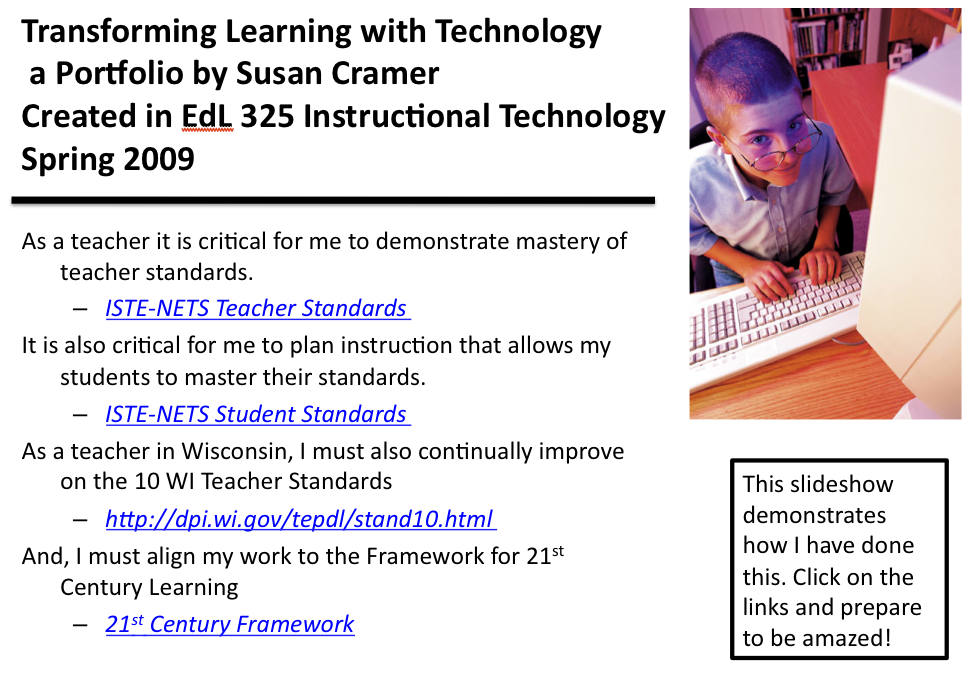
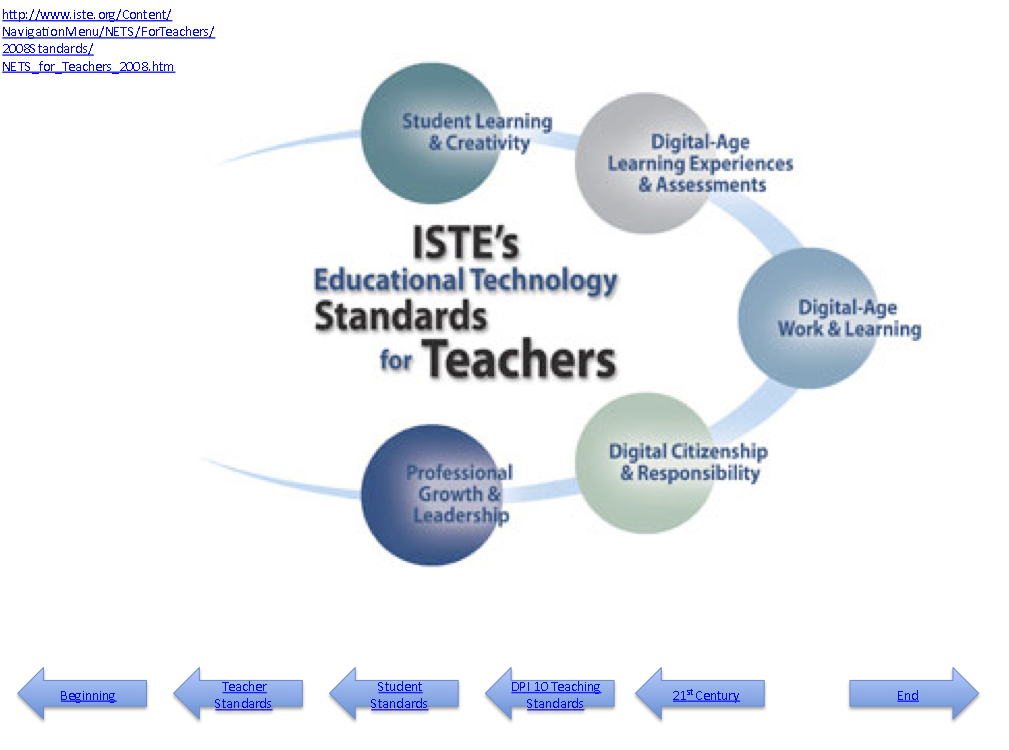
**Instructional Technology Portfolio**

**Purpose – Demonstrate mastery of critical standards**

**Slide 1: Title of show**

* Create a title slide
* Create hyperlinks between each bulleted item and the matching slide.
* Create link to end show saying “ESC to end show”

**Slide 2: ISTE-NETS Teacher Standards**

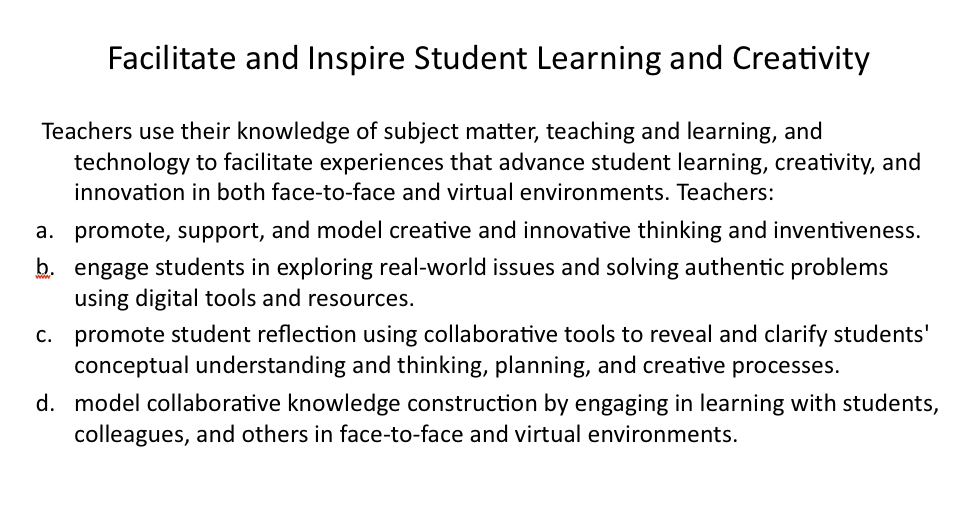
* Add graphic of standards
* Hyperlink each “circle to slide with text of standard
* Add navigation back to beginning slide and “ESC to end show”
* Add website address of standards
* Add text telling viewer to click on a standard area

**Slides 3-7: Details of each Teacher Standard**

* Add text of standard
* Add navigation back to Teacher Standard, Beginning of Show, “ESC to end show”
* When you have samples, add to page. Hyperlink as appropriate

**Slide 8: ISTE\_NETS Student Standards**

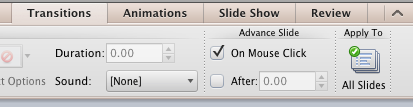
Repeat like above

**Next section: 10 WI Teacher Standards**

Display as you would like

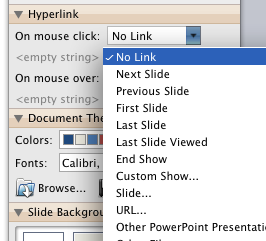
**Non-Linear PowerPoint SlideShows (remove automatic advancing)**

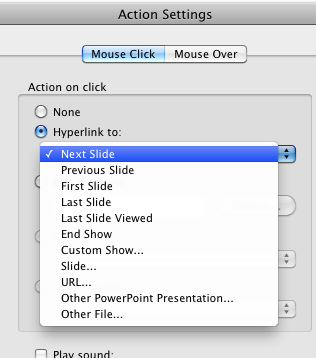
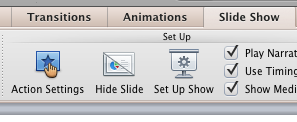
1. Create a slide or two
2. Slideshow, Transitions, Options, no Transition
3. Deselect Advance Slide, On Mouse Click
4. Apply to All
5. View, Elements Gallery (deselect to make huge, ugly toolbar disappear)
6. Add navigation so you can move from slide to slide

***New Office 2011 Ribbon***

* Click on Transitions Tab
* Deselect On Mouse Click
* Click Apply to All Slides

**Hyperlinking Slides**

1. Figure out what you want hyperlinked (ie link slide 1 to slide 5).
2. Make the slides that will be hyperlinked (slides 1 & 5, don’t worry about the order, you can change it later and the links will hold).
3. Highlight text that will serve as the hyperlink or make a circle/square to be the “hot spot” (see below). You can also use regular circles, squares, arrows, etc. to serve as navigation, select and hyperlink as you would text.
4. On your Formatting Palette (view, Formatting Palette),
   1. open Hyperlink
   2. select On Mouse Click
   3. Slide…
   4. navigate to the slide to which you are hyperlinking
   5. ok
5. Text should now be blue and underlined (it’s hyperlinked!)

***New Office 2011 Ribbon***

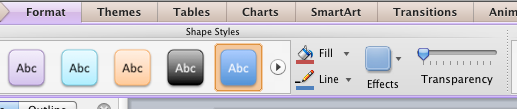
* Click on Slide Show tab
* Click on Action Settings
* Select Hyperlink to:
* Select Slide….

**Making a “hidden hot spot” for your hyperlink that isn’t text**

1. Using your Drawing Tools (view, toolbars, drawing), select a circle or square
2. Draw the circle/square where you want the hot spot
3. Double click on the circle/square opening the format shape toolbox
4. Select fill
   1. Select a color (even if you want the one showing you have to select a color)
   2. Move transparency to 100% (this removes the color and makes a clear hotspot)
5. Select line
   1. Click on color
   2. Select no line
6. Click ok to close format shape toolbox
7. With circle/square still selected, hyperlink following directions above

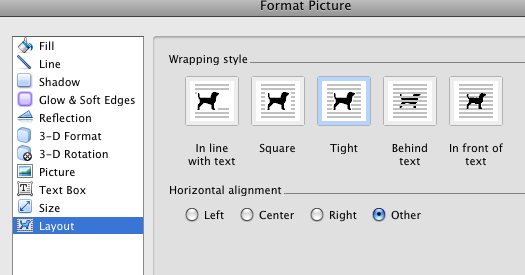
******

***New Office 2011 Ribbon***

* Be sure Home tab is selected
* Click on Shape, select desired shape, draw the shape where you want your hotspot
* Double click on the shape you have just drawn to open the Format Tab
* Select fill
  + Select a color (even if you want the one showing you have to select a color)
  + Move transparency to 100%, far right (this removes the color and makes a clear hotspot)
* Select line
  + Click on color
  + Select no line
* With circle/square still selected, hyperlink following directions above

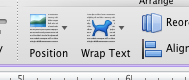
**To make a screen shot**

1. Press the following 4 keys (Control, Apple,Shift, 4) all at the same time
2. Hold down mouse button while you highlight what you want to copy
3. Release mouse button
4. Move to where you want to paste graphic
5. Paste

**Picture Alignment (so graphic will float on page)**

1. Double click on graphic to open Format Picture Toolbox
2. Select Layout
3. Select Tight, OK

***New Office 2011 Ribbon***

* ******Double click on graphic
* Select Wrap Text
* Select Tight, OK